

Message Text

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SUBJECT: IAEA STAFFING--NEW POLICY REGARDING SHIPMENT/
STORAGE OF PERSONAL EFFECTS OF EMPLOYEES

REF: AMMONS-HINSON TWX 161435Z OCT 74

1. AGENCY PERSONNEL DIVISION HAS INFORMED US THAT CHANGE IS UNDER CONSIDERATION IN CURRENT IAEA POLICY REGARDING SHIPMENT OF PERSONAL EFFECTS OF STAFF MEMBERS. UP TO PRESENT, AGENCY POLICY (PURSUANT STAFF REGULATION 9.02) HAS CALLED FOR SHIPMENT OF ENTIRE EFFECTS OF STAFF MEMBERS OFFERED CONTRACTS FOR USUAL TWO-YEAR INITIAL DURATION; REIMBURSEMENT FOR COSTS OF STORAGE OF PART OR ALL OF EFFECTS IN LIEU OF SHIPMENT HAS NOT RPT NOT BEEN POSSIBLE FOR STAFF MEMBERS. IN VIEW OF LIMITED DURATION OF SERVICE OF MOST MEMBERS OF IAEA SECRETARIAT STAFF, PARTICULARLY SCIENTIFIC AND TECHNICAL STAFF (AND ESPECIALLY AMERICANS), AGENCY IS CURRENTLY IN COURSE OF CONSIDERING AND ADOPTING CHANGE IN ITS STAFF RULES WHICH WOULD PERMIT PAYMENT BY AGENCY OF COSTS OF SUCH STORAGE. CHANGE IS CURRENTLY STILL UNDER CONSIDERATION WITHIN SECRETARIAT, BUT STORAGE OF EFFECTS AT AGENCY EXPENSE IS BEING MADE AVAILABLE ON CASE-BY-CASE BASIS TO THOSE NEW STAFF MEMBERS WHO REQUEST IT, AND AS SOON AS FORMAL CHANGE IN RULES IS ADOPTED, INFORMATION TO THIS EFFECT WILL BE INCLUDED IN INFORMATION PROVIDED TO ALL PROSPECTIVE EMPLOYEES, IN AN ANNEX TO FORMAL OFFER OF EMPLOYMENT, REGARDING TRAVEL, SHIPMENT AND SIMILAR DETAILS.

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2. NEW POLICY AND RULES WILL CALL, IN SUBSTANCE, FOR FOLLOWING:

- A. AUTHORIZATION FOR STORAGE IN LIEU OF SHIPMENT WILL APPLY ONLY TO NEWLY-RECRUITED EMPLOYEES AT TIME OF RECRUITMENT.
- B. STORAGE COSTS WILL ONLY BE PAID BY AGENCY IF EFFECTS STORED IN A WARE HOUSE WHERE EMPLOYEE IS REQUIRED TO PAY STORAGE CHARGES, AND ONLY AT PLACE OF RECRUITMENT (I.E., EFFECTS CANNOT BE SHIPPED TO VIENNA OR ELSEWHERE FROM PLACE OF RECRUITMENT AND THEN STORED AT AGENCY EXPENSE).
- C. PERIOD OF AUTHORIZED STORAGE AT AGENCY EXPENSE WILL INITIALLY BE FOR TWO YEARS, I.E., FOR INITIAL DURATION OF CONTRACT OFFERED TO PROSPECTIVE STAFF MEMBER, WHICH IS NORMALLY TWO YEARS.
- D. STORAGE AT AGENCY EXPENSE MAY BE AUTHORIZED FOR FURTHER PERIOD OF ONE OR TWO YEARS IF EMPLOYEE'S CONTRACT IS EXTENDED FOR SUCH DURATION.
- E. TOTAL COST TO AGENCY IN RESPECT OF SHIPMENT OF EFFECTS ACTUALLY TRANSPORTED AND STORAGE OF EFFECTS NOT TRANSPORTED FOR ENTIRE PERIOD OF STORAGE MUST BE LESS THAN ESTIMATED COST OF SHIPMENT FROM PLACE OF RECRUITMENT TO DUTY STATION (BY LOWEST OF THREE BIDDERS REQUIRED BY AGENCY RULES) OF ENTIRE EFFECTS IN POSSESSION OF STAFF MEMBER AT TIME OF RECRUITMENT.

3. TO IMPLEMENT FOREGOING POLICY IN CASE OF AN INDIVIDUAL STAFF MEMBER WISHING TO STORE PART OR ALL OF EFFECTS IN LIEU OF SHIPMENT TO VIENNA, PROSPECTIVE EMPLOYEE WOULD BE REQUIRED TO SUPPLY AGENCY WITH THREE (3) SEPARATE INDEPENDENT ESTIMATES FOR EACH OF FOLLOWING SEPARATE SITUATIONS:

A. HYPOTHETICAL ESTIMATE FOR COSTS OF PACKING AND SHIPMENT OF ENTIRE EFFECTS FROM PLACE OF RECRUITMENT TO VIENNA.

B. ESTIMATE OF STORAGE COSTS FOR ENTIRE INITIAL TWO-YEAR STORAGE PERIOD FOR EFFECTS ACTUALLY TO BE STORED.

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C. ESTIMATE OF PACKING AND SHIPMENT COSTS FOR EFFECTS ACTUALLY TO BE SHIPPED TO VIENNA. AGENCY ASSUMES THAT SINGLE MOVING COMPANY COULD SUPPLY SEPARATE ESTIMATES FOR EACH OF ABOVE THREE SITUATIONS, AND THAT EMPLOYEE WOULD THUS NOT RPT NOT BE REQUIRED TO DEAL WITH NINE SEPARATE ESTIMATORS TO PROCURE THE REQUIRED NINE SEPARATE ESTIMATES IF HE WISHES SHIPMENT OF PART OF HIS EFFECTS AND STORAGE OF

REMAINDER.

4. FOREGOING IS FOR INFORMATION OF DEPARTMENT AND
AEC. MISSION WILL ADVISE IF, AT TIME OF FORMAL ADOPTION
OF CHANGE IN RULES AND ITS INCLUSION IN ANNEX TO
STANDARD-FORM AGENCY OFFER OF EMPLOYMENT, THERE ARE ANY
SUBSTANTIAL CHANGES IN FOREGOING PRINCIPLES OR PROCEDURES. PORTER

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